

# PAPIS Evaluation Report Plan

Department of Criminal Justice Services  
202 North Ninth St., 10th Floor  
Richmond, VA 23219

Subgrantee:	Grant Number:				
Project Title:	Date:	Quarter:			

Performance Measure		Pre-Release						Post-Release					
		Annual Target	YTD	Q1	Q2	Q3	Q4	Annual Target	YTD	Q1	Q2	Q3	Q4
1	Total Clients												
2	Direct Services												
2A	Food												
2B	Clothing												
2C	Housing												
2D	ID												
2E	Transportation												
2F	Educational / Vocational												
2G	Referrals to other Agencies												
3	Employment												
3A	Job Readiness Class Participants												
3B	Employment Assistance												
3C	Clients Obtaining Employment												
3D	Employment Retention - 3 Months												
3Di	Clients Obtaining Employment - 3 Months Prior												
3Dii	Percentage of 3 Month Retained vs. Placement												
3E	Employment Retention - 6 Months												
3Ei	Clients Obtaining Employment - 6 Months Prior												
3Eii	Percentage of 6 Month Retained vs. Placement												
3F	Employment Retention - 12 Months												
3Fi	Clients Obtaining Employment - 12 Months Prior												
3Fii	Percentage of 12 Month Retained vs. Placement												
4	Community Volunteers Providing Services												

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This form provides a uniformity of reporting across PAPIS organizations. In the Narrative Portion, last item it may be appropriate to list collaboration and referrals, highlighting of special or unique programs and services, and any explanatory text to clarify the numerical portion of the report.

1	<p>The number of clients served in the reporting period. Clients are defined as people that have gone through the intake process (as opposed to walked in and received a service without any formal information being retained)</p> <p>For quarterly numbers, clients are unique to the quarter. For the YTD number, the clients are unique for the YTD period. This means quarterly numbers may not add up to the same number that is reported for YTD. For example 10 clients are served in Q1, and 8 clients are served in Q2, but 14 is reported for YTD (instead of 18) -- this may be because 4 of the clients served in Q1 were also served in Q2. This provides a more accurate representation of clients being served.</p>
2	<p>Providing direct assistance or referrals for all "Services" sub-items. One client may receive multiple services in any/all categories, and all services are to be included.</p>
2F	<p>Includes all class participants that address life skills such as "Anger Management", "Parenting", "Productive Citizenship", "Substance Abuse", "Support Groups", etc. as well as direct GED or vocational instruction.</p>
3A	<p>Clients that receive formal employability classes (predominately group or class setting)</p>
3B	<p>Provide supportive services that assist individual clients in job search (Career counseling, resumes, mock interviews, etc.), obtain employment, or retain employment. This may also include assistance obtaining required working materials (tools, boots, uniforms, etc.). This is predominantly individual.</p>
3C	<p>Clients that obtain employment during the reporting period</p>
3D, 3E, 3F	<p>Employment retention includes anybody obtaining employment, possibly obtained in a previous quarter or fiscal year, that reaches their 3-month, 6-month, 12-month anniversary during the reporting period. Retention means "generally employed" as defined by each organization according to the dictates of their region. Each organization determines (and details in the narrative) the criteria.</p>
3D	<p>Clients that reached their 3-month employment anniversary during this reporting period. For Q1, employment must have started in the Q4 of the prior fiscal year. For Q2, employment must have started in Q1 of the current fiscal year. For Q3, employment must have started in Q2 of the current fiscal year. For Q4, employment must have started in Q3 of the current fiscal year. YTD will also be a unique count of the clients that reached their 3-month employment anniversary during the current fiscal year.</p>
3Di	<p>Clients that obtained employment during the prior quarter.</p>
3Dii	<p>The percentage of clients that retained employment for 3-months versus the clients that obtained employment in the prior quarter. Note 3Di will always be greater than or equal to the number for 3D.</p>
3E	<p>Clients that reached their 6-month employment anniversary during this reporting period. For Q1, employment must have started in the Q3 of the prior fiscal year. For Q2, employment must have started in Q4 of the prior fiscal year. For Q3, employment must have started in Q1 of the current fiscal year. For Q4, employment must have started in Q2 of the current fiscal year. YTD will also be a unique count of the clients that reached their 6-month employment anniversary during the current fiscal year.</p>
3Ei	<p>Clients that obtained employment in the two quarters prior to the current reporting period.</p>
3Eii	<p>The percentage of clients that retained employment for 6-months versus the clients that obtained employment in the two quarters prior to the current reporting period. Note 3Ei will always be greater than or equal to the number for 3E.</p>
3F	<p>Clients that reached their 12-month employment anniversary during this reporting period. For each quarter, employment must have started in the same quarter of the prior fiscal year. YTD is a unique count of the clients that reached their 12-month employment anniversary during the current fiscal year.</p>
3Fi	<p>Clients that obtained employment in same quarter of the prior fiscal year.</p>
3Fii	<p>The percentage of clients that retained employment for 12-months versus the clients that obtained employment in the same quarter of the prior fiscal year. Note 3Fi will always be greater than or equal to the number for 3F.</p>
4	<p>Number of non-paid individuals who provided a direct service for a client during the reporting period.</p>